

February 27, 1997

D-7110
IRM-1.10

MEMORANDUM

To: Director, Operations
Attention: W-6000
Director, Program Analysis
Attention: D-5000
Director, Reclamation Service Center
Attention: D-4000, D-7000, D-8000

From: James O. Malila
Director, Reclamation Service Center

Subject: Year 2000 Complaint (Y2K) Inventory Coordination Data Call

The Y2K concern has become an issue of the highest priority within Government and private industry. Mandatory requests from OMB requiring a March 1997 completed inventory and agency comprehensive planning plus congressional inquiries have sparked a fervor of inquiry, planning, and research at all levels. Reclamation is no exception in needing resolution to our Y2K problems.

We suggest that you show the "Crisis in the Year 2000" video taped April 18, 1996, at DOI (at least Mr. Peter de Jager's talk which is approximately 70 minutes) to all managers, leaders, supervisors, functional coordinators, computer specialists, and everyone responsible for computer hardware and software in your office(s). The video is available from Information Resources Services, D-7100, through the Reclamation Y2K coordinator, Kent Rosenlof.

Additionally, please read the attached documentation, and in response to the Year 2000 Business Concept Document (BCD), approved by the Reclamation CFO, provide Mr. Rosenlof with the inventory of all local computer applications software that your staff currently maintains and expects to be using beyond December 31, 1998. Each system owner will be responsible for his or her software. This inventory should include the title of the software; the name of the person responsible for maintaining the software; a "yes" or "no" as to whether the software is Y2K compliant, and if not known, the date that Y2K compliancy will be known; and if not Y2K compliant, how many lines of code, what is the criticality priority of each software to your office's mission (high, medium, or low), and what is the estimated cost (needed for reporting to the DOI; many industries' estimates are based on \$1.50/line of code) to complete the Y2K compliant conversion, testing, and implementation by December 31, 1998. An

inventory form is attached for your convenience. This form is also available on Reclamation's Intranet at http://intra.usbr.gov/y2k/inv_form.htm. Please provide this inventory and associated data of your office's software by March 21, 1997. This is your only opportunity to provide input to our cost estimate and comprehensive planning efforts for the Denver and Washington Offices. Non Y2K compliant software which has not been identified cannot be scheduled for renovation and will be lost forever.

Finally, the necessary actions to ensure that all of your office's hardware, associated firmware, and operating systems are Y2K compliant should be taken well in advance of December 31, 1998. Attached are detailed procedures for testing your hardware. Please provide your plans for completion of these actions on the same March 21, 1997, submittal.

If you have any questions or need assistance, please contact Kent Rosenlof, at 236-9335, extension 613, or E-mail krosenlof. Thank you for your support.

Attachments

cc: D-4800 (Bossieux), D-5300 (Schuster), D-5500 (Sandhaus),
D-6600 (Achterberg), D-6700 (Wynn), D-7400 (Nielson), D-7600 (Wolfe),
D-7700 (Escalante), D-7800 (Acting), D-7900 (Coffey), D-8100 (Smart),
D-8200 (Lease), D-8300 (Throner), D-8400 (Radecki), D-8500 (Pierce),
D-8600 (Schaefer)
(w/att to each)

D-7110 (Rosenlof), D-7130, D-7160
w/documents only

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